

# WINDHAM PLANNING & ZONING COMMISSION

## Regular Meeting

DATE: March 24, 2011

TIME: 7:00 PM

PLACE: Windham Town Hall, 979 Main St., Willimantic

### A G E N D A

#### I. Call to Order

#### II. Approval of Minutes - February 17, February 24, & March 10, 2011

#### III. New Business – DISCUSSION – AND – POSSIBLE ACTION

1. **Willimantic Waste Paper Co. Inc. seeking zoning amendment for former Lounsbury Trucking site at 1562 West Main St., and 161 Chronicle Road** – returning property classification to M-4. Take receipt and schedule for hearing.
2. **ACCESS Agency – 1315 Main St.** – *preliminary proposal* for creating senior housing and private senior center

#### IV. Old Business – DISCUSSION – AND – POSSIBLE ACTION

1. **Traffic Study for Magnet School Entry Road** - Recommendation to Town Council

#### V. Revisions to Windham Zoning Regulations – DISCUSSION – AND – POSSIBLE ACTION

- (a) Parking requirements
- (b) North Windham Retail Area
- (c) Downtown business zones
- (d) Incentive Housing Zone
- (e) Village Zones

#### VI. Routine Business – DISCUSSION – AND – POSSIBLE ACTION

1. Correspondence
2. Miscellaneous

#### VII. Adjourn

Paula Stahl Chair

# Town of Windham

## MEMORANDUM

**TO:** Planning & Zoning Commission  
**FROM:** James Finger, Town Planner  
**DATE:** March 18, 2011  
**SUBJ:** Planner's Report

*Please call 860-465-3041 to let us know  
whether or not you are coming to the meeting.*

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### New Business

#### ACCESS Agency- 1315 Main St.

The ACCESS Agency has submitted a letter requesting an opportunity to meet with the Commission to discuss a proposal for adaptive re-use of their building that is soon to be vacant when Generations moves out (See attached letter). By way of background, Mr. Dibiasi's first letter outlined their proposal for a senior housing project that they are considering for the site, but that our zoning regulations prevent them from qualifying for this use.

These are the provisions in the B-1 District that have the following regulations

31.3 SPECIAL USES: Under certain conditions, the Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations, unless existing, then Section 61 shall apply.

31.3.2 Dwellings, subject to the guidelines of Section 62.6.8, and (amended 06/01/97) provided the following requirements are met:

- a. In any building constructed before January 1, 1977(December 31?1940), dwellings may be permitted provided the minimum floor area of each dwelling unit shall be 500 (700) square feet and ~~provided further that no such dwelling unit shall be established on the ground floor or basement level.~~ (located above the ground floor. For buildings with a depth greater than sixty feet (60') measured perpendicular to street line(s), dwellings may be permitted on the ground or lower floor if greater than 30' from a street facade.)
- b. In any building constructed since January 1, 1977(December 31?1940), dwellings may be permitted provided the minimum floor area of each dwelling unit shall be 500 (750)square feet and the minimum lot size shall be 10,000 square feet. There shall be 2,000 square feet of lot area for each dwelling unit and there shall be no dwelling unit located on the ground ~~(or lower) floor or basement level except on a lot having a minimum area of 40,000 square feet.~~

From my discussions with them, I believe that most of the proposed changes the Commission has discussed to this section may address most of their concerns - except for the proposed deletion of text in 31.3.2 b as they have 7 acres, and their building was build in about 1957.

The only other change they need is in the B-2 District as indicated in italics below:

32.2 PERMITTED USES: Land, buildings and other structures shall be used for one or more of the following purposes:

32.2.1 Any use permitted in the Downtown Business B-1 District (*add: - including Special uses*)

**Revisions to Windham Zoning Regulations** on the following:

- (a) Parking requirements
- (b) North Windham Retail Area
- (c) Downtown business zones

In summary from last meeting's minutes:

**Parking requirements** - The Commission reviewed a draft of revised parking regulations combining recommendations from the North Western CT COG 2003 report - Windham's current regulations and the best of several other towns. The goal of the revised regulation is to provide flexibility instead of a rigid schedule of parking requirements. The table of minimum and maximum spaces for various land use categories was compared to the study the Commission members' informal study of several existing local parking lots in Town and includes a variety of parking layouts to demonstrate what a parking lot should look like to accommodate vehicles, and maneuvering lanes. The members and town staff felt that these new regulations better reflect the parking needs without overburdening businesses excessive parking requirements that are not necessary, are unproductive, and are environmentally damaging.

**North Windham retail area** - The Commission discussed dividing up the existing M-1 Manufacturing zone that blankets a large area of North Windham into new districts that more closely match existing uses, or classifications that better correspond to the recommendations in the Town Plan of Conservation and Development. The Commission also discussed possibly consolidating some of the requirements for all commercial districts into Section 74 on Performance Standards.

**Downtown business zones** - The Commission discussed a new zone for the Downtown area that carves out a part of the B-1 to reflect an urban environment similar to the B-1, but at a lesser density and as a transition between surrounding zones. The proposed B1A zone would have a minimum lot size of possibly 5,000 sq. ft. where none exists in the B-1 to accommodate the existing small lots. More discussion will be necessary to determine the best fit for the new district and may include some of its neighboring areas along the borders of the B-1.

**Incentive Housing Zone** – I've been working with Jana Butts of WINCOG who is the principal contact on this grant, and she is scheduled to make a presentation to the Town Council for the next step of trying to determine the extent of the zone that the Town wants to promote. She will be making her presentation at their next meeting on April 5<sup>th</sup>.